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Standardized
TRAVEL REGS.

Travel 6

Standard Form 150 (Revised)

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STANDARDIZED

Government Travel Regulations

* As Amended
August 1, 1952

(Promulgated by the Bureau of the Budget)

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**STANDARDIZED GOVERNMENT
TRAVEL REGULATIONS AS
AMENDED**

These regulations are issued for the guidance of civilian officers and employees of the departments and establishments as defined in the Travel Expense Act of 1949. Departments and establishments shall make requisitions upon the Federal Supply Service for such supply of these regulations as may be necessary to meet their requirements.

I. GENERAL

1. *Funds for traveling expenses.*—Employees traveling on official business will provide themselves with sufficient funds for all current expenses, and are expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business.

2. *Reimbursable expenses.*—Traveling expenses which will be reimbursed are confined to those expenses essential to the transacting of the official business.

3. *Official station—post of duty.*—Designated post of duty and official station mean one and the same, the limits of which will be the corporate limits of the city or town in which the officer or employee is stationed, but if not stationed in an incorporated city or town, the official station is the reservation, station, or established area, or, in the case of large reservations, the established subdivision thereof having definite boundaries within which the designated post of duty is located.

4. *Leave of absence.*—When leave of absence of any kind is taken while in a travel status the exact hour of departure from and return to duty status must be shown on the travel voucher. (See par. 45a, 48, 49, 58, 69a, 87.)

II. AUTHORITY FOR TRAVEL

5. *Form of authority.*—Except as otherwise provided by law all travel shall be either authorized or approved by the head of the agency or by an official to whom such authority has been properly delegated. The administrative approval of the voucher will constitute the approvals required in paragraphs 12, 13a (2), 39, 45, 45c, 45d, 75, 76, and 79.

a. It is expected that ordinarily the authority will be issued prior to the incurrence of the expenses and will specify the travel to be performed as definitely as possible unless circumstances in a particular case prevents such action.

6. Cancel.

7. Cancel.

III. TRANSPORTATION

8. *Definition.*—Transportation includes all necessary official travel on railroads, airlines, steamboats, busses, streetcars, taxicabs, and other usual means of conveyance. Transportation may include fares and such expenses incident to transportation as baggage transfer; official telegraph, telephone, radio, and cable messages in connection with items classed as transportation; steamer chairs, steamer cushions, and steamer rugs at customary rates actually charged; staterooms on steamers. (See par. 13.) When required for travel beyond the limits of the United States, fees in connection with the issuance of passports, visa fees, cost of photographs for passports and visas, cost of birth certificates and charges for inoculation, which cannot be obtained through a Federal dispensary, will be allowed.

a. The usual taxicab fares from station, wharf, or other terminal to either place of abode or place of business and from either place of abode or place of business to station, wharf, or other terminal will be allowed. (See par. 11.) For the purpose of this subparagraph the term "place of abode" may be construed to include any point within reasonable distance

from which the employee concerned commutes daily to his official post of duty. Reimbursement may be allowed for the actual taxicab fare plus tips of 10 cents where the fare is \$1 or less or 10 percent of the fare increased to the next multiple of 5 where the fare exceeds \$1.

b. Where the nature and location of the work where temporarily stationed are such that suitable meals and lodgings cannot be procured there, the expense of daily travel required to procure subsistence at the nearest available place will be considered as necessary transportation not incidental to subsistence. A statement of the necessity for such daily travel should accompany the travel voucher.

c. Commissions for conversion of currency in foreign countries may be allowed. (See pars. 90, 91.)

d. Charges covering exchange fees for cashing United States Government checks or drafts issued in reimbursement of expenses incurred for travel in foreign countries may be allowed. (See par. 91.) (Exchange fees incurred in cashing checks or drafts issued in payment of salary will not be allowed in travel expense accounts.)

9. *Routing of travel.*—All travel must be by a usually traveled route. Travel by other routes may be allowed when the official necessity therefor is satisfactorily established. (See pars. 15, 16, 87.)

10. *Indirect-route travel.*—In case a person travels by an indirect route for his convenience, the extra expense will be borne by himself and reimbursement for expenses will be based only on such charges as would have been incurred by a usually traveled route. (See par. 49.)

11. *Special conveyance.*—The hire of boat, automobile, taxicab, aircraft, livery, or other such conveyance will be allowed if the use of such facilities is authorized or approved as advantageous to the Government whenever the employee or others rendering service to the Government is engaged on official business within or outside his designated post of duty.

In the case of hire of taxicabs, reimbursement may be allowed for the actual fare plus tips of 10 cents where the fare is \$1 or less or 10 percent of the fare increased to the next multiple of 5 where the fare exceeds \$1.

a. If the hire of a special conveyance includes payment by the traveler of the incidental expenses of gasoline or oil, feeding and stabling horses, rent of garage, hangar, or boathouse, subsistence of operator, ferrriage, tolls, etc., the same should be first paid, if practicable, by the person furnishing the accommodation, or his operator, and itemized in the bill.

b. Where two or more persons travel together by means of such special conveyance, that fact, together with the names of those accompanying him and the name of their employing agency, must be stated by each traveler on his travel voucher.

c. Charges for the hire of a conveyance of another Government employee, of a member of the traveler's family, or a member of the family of another Government employee, will not be allowed in the absence of a satisfactory showing that the conveyance was not so procured because of such personal or official relationship; and that the member of the family so furnishing was not dependent upon the traveler for support. The material facts should be reported in the account.

12. *Use of privately owned conveyance—Actual expense basis.*—The use of a privately owned conveyance on an actual expense basis, as distinguished from a mileage basis under paragraph 12a may be authorized or approved: *Provided*, That the aggregate of allowable expenses, plus increased subsistence expenses, if any, through increased travel time, or less subsistence savings, if any, through reduced travel time, as the case may be, does not exceed the cost of transportation available by common carrier. For such travel on an actual-expense basis the officer or employee will be entitled to reimbursement of the cost of gasoline, oil, and feed of horses, and in addition thereto garage or hangar rent and stabling of horses, while officially

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detained en route, and bridge, ferry, and other tolls. For the purpose of determining the amount of increased subsistence expenses, or subsistence savings for a given period of time, the per diem rate of subsistence named in the travel order will be used. (See par. 5.) Charges for repairs, depreciation, replacements, grease, alcohol, flushing crankcases, towage, and like speculative expenses will not be allowed. Exemption from payment of tax on gasoline in States providing such exemption must invariably be claimed. The Standard Federal Forms should be used for that purpose. When exemption is refused, receipts must be obtained in duplicate. (See also par. 83e.)

a. Mileage basis.

(1) Civilian officers or employees of departments and establishments or others rendering service to the Government, regardless of subsistence status and hours of travel, shall, whenever such mode of transportation is authorized or approved as more advantageous to the Government (except that no determination of advantage is required where payment on a mileage basis is limited to cost of travel by common carrier, including per diem in each case) be paid in lieu of actual expenses of transportation not to exceed 4 cents per mile for use of privately owned motorcycles, or 7 cents per mile for the use of privately owned automobiles or airplanes, when engaged on official business within or outside their designated posts of duty or places of service. In such cases the mileage rate as authorized or approved may be paid from whatever point the employee or other person rendering service to the Government begins his journey. It is the responsibility of proper officials of the departments and establishments to fix such rates, within the maxima, as will most nearly compensate the traveler for necessary expenses. In determining whether such transportation is more advantageous to the Government, consideration will be given to the advantages resulting from the more expeditious transaction of the public business as well as to the advantages to the Government.

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vantages to the United States in the particular case. In addition to the mileage allowance there may be allowed reimbursement for the actual cost of ferry fares, and bridge, road, and tunnel tolls. When transportation is authorized or approved by privately owned motorcycles or automobile, distances between points traveled shall be as shown in standard highway mileage guides or by speedometer readings. Any substantial deviations from distances shown in the standard highway mileage guides shall be explained. Mileage for use of privately owned airplanes shall be determined by multiplying the actual elapsed time in the air by the rated cruising speed of the particular airplane. Any unusual conditions or circumstances which influence the elapsed time in the air must be explained. (See pars. 11, 12, 80e, 80h.)

(2) Mileage shall be payable to only one of two or more employees traveling together on the same trip and in the same vehicle, but no deduction shall be made from the mileage otherwise payable to the employee entitled thereto by reason of the fact that other passengers (whether or not Government employees) may travel with him and contribute in defraying the operating expenses. The names of employees and the employing agency should be stated. (See par. 89.)

13. *Accommodations on trains, steamers, and sleeper planes.*

a. Train accommodations.

(1) *Sleeping-car accommodations:* One standard lower berth when night travel is involved except that the lowest first-class accommodation available may be allowed on certification by the traveler on his travel expense voucher that, at time reservation was made, the accommodation, if superior to a standard lower berth, was the lowest first-class available, which certification will be accepted as prima facie evidence. When practicable, through sleeping accommodations should be obtained in all cases where more economical to the Government. The use of a compartment or such

proved by the head of the agency concerned or such subordinates as he may designate may be allowed when required for purposes of security.

(2) Parlor-car accommodations: One seat in a sleeping or parlor car when the continuous rail journey is more than 2 hours in duration and within the continental United States: *Provided, however,* That a stop for the purpose of changing trains shall not be considered an interruption in the journey. If under emergency or similar unusual circumstances the use of such a seat is necessary for a journey of 2 hours or less, it must be authorized or approved. If the journey is outside the continental United States, lowest rate first-class accommodations available may be allowed without regard to the length of the journey.

b. Steamer accommodations.

(1) Staterooms: Minimum first-class accommodation when stateroom is included in cost of passage, or where the stateroom is a separate charge, except that the lowest first-class accommodation available will be allowed when notation is made on the travel expense voucher that the accommodation superior to minimum first-class was the lowest available at time reservation was made. The notation will be accepted as prima facie evidence and becomes a part of the certificate signed by the payee on the face of his travel expense voucher. (See par. 95.)

(2) Application for steamer accommodations: Accommodations on steamers should be applied for at the earliest practicable moment after receipt of the travel order.

c. Sleeper plane accommodations.—One standard berth on airplanes having sleeping accommodations when overseas night travel, beginning or terminating in the United States, is involved.

14. *Unused accommodations.*—When a traveler finds he will not use accommodations which have been reserved for him, he must release them immediately.

15. *Extra-fare planes and trains.*—Travel by extra-fare planes or trains may be authorized or approved

whenever the use of such facilities is determined to be more advantageous to the Government.

16. *Special tickets.*—Through tickets, excursion tickets, reduced rate round-trip or party tickets should be secured whenever practicable and economical. (See pars. 9, 49).

IV. TRANSPORTATION REQUESTS

17–37. United States Government requests for transportation forms and the procedures pertaining thereto are prescribed by the Comptroller General of the United States in General Regulations No. 108.

V. BAGGAGE

38. *Definition.*—Baggage consisting of public property, or private property to be used exclusively for official business, and wearing apparel needed by the traveler for the journey may be transported in the necessary containers.

39. *Excess baggage.*—Baggage in excess of the weight or of size greater than carried free by transportation companies will be classed as excess baggage. Claims for reimbursement for excess baggage charges will be allowed when authorized or approved. All charges for excess baggage must be supported by receipts showing the weight of the baggage and points between which moved. (See par. 80a.)

40. *Stoppage in transit.*—Care should be taken to stop baggage that has been checked on a ticket beyond the point where the traveler leaves the train. If baggage cannot be intercepted or transferred and is carried through to original destination on unused portion of ticket, full explanation of the facts should be made to the administrative office at the time of transmitting unused ticket for redemption. Failure to observe this rule will result in any excess cost to the Government being charged to the employee.

41. *Transfer of baggage.*—Necessary charges for the transfer of baggage will be allowed.

42. *Storage of baggage.*—Charges for the storage of baggage will be allowed when it is shown that such storage was solely on account of official business.

43. *Checking baggage.*—Charges for the checking of baggage will be allowed.

VI. PER DIEM IN LIEU OF SUBSISTENCE EXPENSES

44. *Definition.*—The per diem in lieu of subsistence expenses will be held to include all charges for meals; lodgings, personal use of room during daytime, baths, all fees and tips to waiters, porters, baggagemen, bell boys, hotel maids, dining room stewards and others on vessels, and hotel servants in foreign countries, telegrams and telephone calls reserving hotel accommodations, laundry, cleaning and pressing of clothing, fans and fires in rooms; transportation between places of lodgings or where meals are taken and places of duty. (See pars. 4, 8b.)

a. The term "lodgings" does not include accommodations on airplanes, trains, or steamers, and the expenses thereof are not subsistence expense. (See par. 47 and 47a.)

45. *Subsistence allowance.*—A per diem allowance not to exceed \$9 in lieu of subsistence expenses for travel on official business within the limits of the continental United States may be authorized or approved.

For travel on official business beyond the limits of the continental United States, a per diem allowance not to exceed rates prescribed in appendix I of this regulation may be authorized or approved. For travel by commercial aircraft involving areas outside the continental United States with different maximum per diem rates, including stopovers involving less than 6 hours, a maximum rate of \$6 is prescribed.

The per diem allowances provided herein represent the maximum allowable, not the minimum. It is the responsibility of the departments and establishments

to see that travel orders authorize only such per diem allowances as are justified by the circumstances surrounding the travel. To this end, care should be exercised to prevent the fixing of a per diem allowance in excess of that required to meet the necessary authorized expenses.

In any case where the employee's tour of travel requires more than 2 months' stay at a temporary duty station, consideration should be given to either change in official station, or an adjustment in the per diem allowance.

Per diem allowance for travel by means of a privately owned trailer may be authorized.

a. Except as stated below, if leave of absence begins or terminates within the traveler's prescribed hours of duty, subsistence allowance will terminate or begin at the same time, but if leave of absence does not begin or terminate within the traveler's prescribed hours of duty, the traveler will be regarded as being in subsistence status until midnight of the last day preceding the leave of absence and from 12:01 a. m. of the day following the leave of absence. A traveler will be considered to be in subsistence status on nonwork days unless he returns to his official station or unless such nonwork day is immediately preceded and followed by leave of absence. *Provided*, That per diem in lieu of subsistence may not be paid for more than two nonwork days where the leave of absence is immediately preceded and followed by nonwork day(s). Fractional leave of absence wholly within a day, where for half of the prescribed working hours or less, will be disregarded for subsistence purposes; where it exceeds half of the prescribed working hours no subsistence will be allowed. (See pars. 4, 48, 49, 58, 69a, 87.)

b. At the discretion of the administrative officials an employee may be required to return to his official station for nonwork days. In cases of voluntary return of employees to official station for nonwork days the maximum reimbursement allowable for travel cost to and from headquarters and temporary duty station and

per diem en route shall be travel expense which would have been allowable had employee remained at temporary duty station.

c. Whenever a traveler takes leave of absence of any kind because of being incapacitated due to his illness or injury, not due to his own misconduct, the prescribed per diem in lieu of subsistence, if any, shall be continued for periods not to exceed 14 calendar days (including fractional days) in any one period of absence unless, under the circumstances in a particular case, a longer period is approved. No additional evidence of the illness or injury need be submitted with the travel voucher but the type of leave and duration thereof must be shown on the voucher. The evidence filed with the agency concerned, as required by that agency under the annual and sick leave regulations of the United States Civil Service Commission will suffice. Refund of the per diem allowance shall be required from the employee in any case where he receives hospitalization under any Federal statute or receives reimbursement under such statute for hospital expenses paid by him.

d. Transportation expenses to employee's designated post of duty and per diem en route shall be allowed whenever the employee becomes incapacitated due to illness or injury not due to his own misconduct while en route to or while at temporary duty station prior to completion of temporary duty assignment when authorized or approved.

46. *No allowance at permanent duty station.*—Under no circumstances will per diem in lieu of subsistence be allowed an employee at his permanent duty station.

47. *On vessels.*—On vessels where the price of passage includes meals, per diem in lieu of subsistence on shipboard will be allowed if specifically authorized (gratuities to Government employees will not be allowed).

a. Not less than one-fifth of the authorized per diem rate will be deducted for each meal and/or lodging

b. In computing per diem in cases where the traveler crosses the international date line (one hundred and eightieth meridian) actual elapsed time shall be used rather than calendar days.

48. *Time of departure and arrival.*—The date and hour of departure from and arrival at official station and points to which temporary duty is performed must be shown on the travel voucher where such arrival or departure affects the per diem in lieu of subsistence allowance or other travel expenses. Other points visited should be shown on the voucher but time of arrival and departure is not necessary. For travel of 24 hours or more Standard time should be used—for less than 24 hours the local time observed. (See pars. 4, 83e, and 87.)

a. If duty at a particular place within the traveler's itinerary is prolonged beyond a period of 30 days, travel vouchers submitted before return should also state the approximate period to be covered by his duty assignment at such place, or the approximate date of return to official headquarters, or both, as well as any other pertinent facts which will tend to show that his duty at such place is of a temporary nature.

b. The time of arrival at and departure from a place will be considered as the hour at which the train, boat, or other conveyance used by the traveler actually leaves or arrives at its regular terminal.

49. *Indirect-route or interrupted travel.*—Where for traveler's personal convenience or through the taking of leave there is interruption of travel or deviation from the direct route, the per diem in lieu of subsistence allowed will not exceed that which would have been incurred on uninterrupted travel by a usually traveled route. (See pars. 9, 10, 45a, 87.)

50. Cancel.

51. *Day defined.*—In computing the per diem in lieu of subsistence for continuous travel of more than 24 hours, the calendar day (midnight to midnight) will be the unit, and for fractional parts of a day at the

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commencement or ending of such continuous travel, constituting a travel period, one-fourth of the rate for a calendar day will be allowed for each period of 6 hours or fraction thereof. When change in per diem rate is made during a day, the rate of per diem in effect at the beginning of the quarter in which the change occurs shall continue to the end of such quarter. For continuous travel of 24 hours or less, constituting a travel period, such period will be regarded as commencing with the beginning of the travel and ending with the completion thereof, and for each 6-hour portion of the period or fraction thereof one-fourth of the rate for a calendar day will be allowed: *Provided*, That no per diem will be allowed when the departure is at or after 8 a. m., and the return on the same day is at or prior to 6 p. m., or for any absence not exceeding 3 hours.

VII. TELEGRAPH, CABLE, AND RADIO SERVICE

52. *Authorized for official business.*—Teletype, telegraph, cable, and radio service may be used on official business when such expeditious means of communication is essential. The cheapest practicable class of such service should be employed. The facilities of the Signal Corps, United States of America, the Naval Communication Service and the Public Buildings Service for the dispatch of telegrams, radiograms, and teletype messages should be used whenever practicable to do so.

53. *Discretion in use.*—The time required to transmit and deliver telegrams, cablegrams, and radiograms, the difference in time between points, and the probable closing time of offices should be considered in determining the method of communication.

54. *Form of messages.*—Care should be exercised in preparing messages to omit words, figures, and punctuation unnecessary to the meaning of the message. Initials and titles in the text and signature should be

used only when needed for identification. Numbers and dates in the text of telegrams, cablegrams, and radiograms should be expressed in figures, except where impracticable in code messages. Every message should show the place and date of transmission.

55. *Cancel.*

56. *Telegrams.*—Charges for official telegrams, cablegrams, radiograms on official business will be allowed provided a statement is furnished showing the points between which service was rendered, the date, the amount paid for each such telegram, cablegram, or radiogram, and that they were on official business.

57. *Reservation of accommodations.*—Charges for telegrams reserving airplane, sleeping-car, or steamer accommodations are transportation expenses and may be allowed when supported by a satisfactory explanation showing the necessity therefor.

58. *Personal messages.*—Telegrams, cablegrams, and radiograms applying for leave of absence or extension thereof or of inquiry as to, or as to payment of salary or expense vouchers, and answers thereto, or those containing any matter of a purely personal nature, must not be sent at Government expense. The mere fact that the senders in the communications to which there were responses were addressed by their official titles does not transform telegrams on strictly private business into official telegrams.

59. *Payment of charges.*—Official telegrams, cablegrams, and radiograms sent to Government offices having authorized charge accounts should be sent "Official Business—Collect" unless otherwise directed by competent authority. All others should be prepaid.

60. *Prepayment demanded.*—When "collect" service is refused, payment of the amount demanded should be made and the circumstances with a receipted copy of the message should be reported immediately to the administrative official.

61. *Messages to be coded.*—When practicable, cablegrams and radiograms should be coded in conformity with a departmental or standard code.

62. Cancel.

63. *Words chargeable.*—All messages shall be subject in all respects to the prevailing commercial count of chargeable words, and the address and signature of domestic messages shall be transmitted free, in accordance with the commercial practice.

64. Cancel.

65. Cancel.

66. *Fractional charges.*—In cases where the charge for a Government message, determined as herein provided, shall include a fraction of a cent, such fraction, if less than one-half, is to be disregarded; if one-half or more, it is to be counted as 1 cent.

67. *Priority of official messages.*—All Government communications shall have priority over all other business, except radio communications or signals, which are given absolute priority under the Communications Act of 1934, as amended, and shall be subject to the prevailing classifications, practices, and regulations applicable to the corresponding commercial communications. All officers of the United States sending such telegrams, should endorse thereon the words "official business" and should report to the Federal Communications Commission any failure to transmit them in such priority and any charge made in excess of the rate above prescribed.

VIII. TELEPHONE SERVICE

68. *Local calls.*—Charges for local telephone calls on official business will be allowed. The travel voucher shall show the number of such calls, rate per call, total amount expended each day, and that the calls were on official business.

69. *Long-distance calls.*—Charges for long-distance telephone calls on official business will be allowed, provided a statement is furnished showing the points between which service was rendered, the date, the

official business. When the public interest so requires the points between which the service was rendered need not be stated in the travel voucher, but may be stated in confidence to the administrative official.

a. Telephone calls applying for leave of absence or extension thereof or inquiry as to, or as to payment of salary or expense vouchers, and answers thereto, or those as to any matter of a purely personal nature, must not be made at Government expense, and charges therefore will not be allowed.

IX. EXPRESS AND FREIGHT

70. *Government bills of lading.*—Shipments by express or freight of Government property not classed as baggage and not admissible to the mails should be made on Government bills of lading, if practicable. (See par. 38.)

71. *Payment of charges.*—Charges on shipments made on Government bills of lading must not be paid by the traveler. (See par. 73.)

72. *Freight service to be used.*—Shipments must not be made by express when ordinary freight service will answer the official needs, due consideration being given to the probable cost of collecting or delivery the shipment and the time required for transmission.

73. *Prepayment demanded.*—When acceptance of shipments on Government bills of lading is refused, payment of the amount demanded should be made, and the circumstances, with a receipt, should be reported immediately to the administrative official of the department or independent establishment.

74. *Receipts for cash payments.*—When Government bills of lading are refused or not used and cash payment is demanded, the carrier's receipt showing the original point of shipment, destination, number of packages, contents and separate weight of each package, rate and amount of charges paid, will be accepted in support of charges.

X. MISCELLANEOUS EXPENSES

75. *Definition.*—Charges for necessary stenographic or typewriting services or rental of typewriting machines in connection with the preparation of reports or correspondence, clerical assistance, services of guides, interpreters, packers, drivers of vehicles, storage of property used on official business will be allowed when authorized or approved.

NOTE.—Neither payment nor reimbursement will be allowed under any agreement made by the traveler with an officer or employee of the Government for personal services.

76. *Hire of room for official use.*—When necessary to engage a room at a hotel or other place in order to transact official business, a separate charge therefor will be allowed when authorized or approved. (See par. 80*i*.)

77. *Method of payment.*—Where cash payment is made for such services reimbursement for the charges actually made may be allowed if the voucher is supported by receipts showing the quantity, unit, and unit price. If cash payment is not made the account should be approved by the traveler, certified by the payee, and forwarded to the administrative official for approval and payment to be made direct to the person who rendered the service. The account must show the dates of service, quantity, unit, and unit price, and such other particulars as may be needed for a clear understanding of the charge. If Government voucher form is not used, care should be taken that each account is submitted in duplicate, the original of which shall bear the approval of the traveler and the following certificate by the payee: "I certify that the foregoing account is correct and just and that payment therefor has not been received."

78. *Cancel.*

79. *Other expenses.*—Miscellaneous expenditures, not enumerated herein, when necessarily incurred by the traveler in connection with the transaction of official business, will be allowed when approved.

XI. RECEIPTS

80. *Receipts required.*—Receipts, when practicable to obtain them, will be required for:

- a. Baggage, excess. (See par. 39.)
- b. Clerical assistance, where the amount involved is in excess of \$3. (See par. 75.)
- c. Extra-fare trains and planes. (See par. 15.)
- d. Foreign-exchange fees. (See pars. 8c, 90, 91.)
- e. Hire of special conveyance such as livery, boat, automobile (not taxicabs locally), aircraft, etc., where the amount involved is in excess of \$3. (See par. 11.)
- f. Livery and other special transportation receipts must describe the service hired as "one horse and buggy," "two horses and wagon," "with driver," "automobile," "one airplane with pilot," etc., state the service rendered, and the rate of compensation by the day, hour, or other unit, as may have been agreed. If the subsistence of driver or team is included in the cost, that fact must be stated. Receipts should be obtained on Standard Form 1012d (reverse), or receipted bill on regular bill heads or other forms of commercial receipts, will be accepted, provided they are properly made out to show the entire period and service rendered, or articles purchased, and the unit price. Receipts in foreign languages should bear the English translation.
- g. Miscellaneous emergency expenditures, where the amount involved is in excess of \$3. (See par. 79.)
- h. Operating expenses of a privately owned conveyance, such as gasoline, oil, garage and hangar rent, feeding and stabling of horses, where the amount involved is in excess of \$3. (See par. 12.)
- i. Rental of rooms for official business. (See par. 76.)
- j. Rental of typewriting machines. (See pars. 75, 77, 78.)
- k. Services, personal, such as guides, interpreters, packers, and drivers of vehicles, where the amount involved is in excess of \$3. (See pars. 7, 4, 7, 80)

l. Services, stenographic and typewriting, where the amount involved is in excess of \$3. (See pars. 75, 77, 78.)

m. Shipments, freight, or express. (See pars. 70 to 74, inclusive.)

n. Sleeping-car, parlor-car, and stateroom fares, WHEN PAID FOR IN CASH, within the continental limits of the United States; or on coastwise transportation lines. In cases where coupons or checks are not given by the transportation company, and it is so stated in the expense account, same will not be required. Seat or berth checks will be sufficient, or a certification by the traveler that such receipts have been lost may be accepted as authorizing reimbursement of such expenses.

o. Steamer chairs, steamer cushions, and steamer rugs. (See par. 8.)

p. Storage of baggage or property, where the amount involved is in excess of \$3. (See pars. 42, 75, 77, 78.)

q. Telegrams, cablegrams, radiograms where the amount involved is in excess of \$3.

r. Telephone messages, long distance, where the amount involved is in excess of \$3, except that where a coin box telephone is used at an automatic station and it is so stated in the travel voucher, a receipt will not be required. (See par. 69.)

s. Copies of records, etc., furnished by State officials (clerks of courts, etc.). (See par. 77.)

t. Passports, visas, photographs for either, affidavits, certificates of birth, health, or identity, and charges for inoculation, where for any such item the amount is in excess of \$3. (See par. 8.)

If it is impracticable to furnish receipts in any case as above required, the failure to do so must be fully explained in the expense account. Mere inconvenience in the matter of taking receipts will not be considered. In no case shall a receipt be taken in duplicate, except as provided in paragraph 12.

When the duties of the traveler are of a confidential nature and the public interest so requires, the require-

ments for receipts may be waived by the executive head of the department or independent establishment.

81. Cancel.

XII. TRAVEL VOUCHERS

82. *Memorandum of expenditures.*—All persons authorized to travel on business for the Government (see certificate on travel voucher form) should keep a memorandum of expenditures properly chargeable to the Government, noting each item at the time the expense is incurred, together with the date, and the information thus accumulated will be available for the proper preparation of travel vouchers.

83. *Travel voucher form.*

a. All claims for the reimbursement of traveling expenses shall be submitted on the regular authorized form of travel voucher and must be itemized and stated in accordance with these regulations.

b. Every travel voucher must be supported where practicable by a copy of the travel authorization, or, if travel authorization has been filed or attached to previous voucher, proper reference thereto should be made. (See par. 5.)

c. Every travel voucher must show in the space provided for such information on the voucher form the serial numbers of the transportation requests issued, giving dates of travel, the points of departure and destination, name of transportation company, and the value of the transportation secured.

d. Travel vouchers must be supported by receipts as required by section XI of these regulations.

e. When special conveyance or a privately owned conveyance is used, the travel voucher must show the dates and points of travel, and kind of conveyance used. If the distance traveled between any given points is greater than the usual route between these points, the reason for the greater distance should be shown. When travel is authorized by a privately owned conveyance on an actual expense basis, a statement shall also be furnished showing the make of the automobile

used, as well as the quantity of gasoline and oil consumed and places between which the travel was performed, and the distance, unit price per gallon or quart paid, and whether all gasoline, oil, garage rent, feed and stabling of horse, and bridge, ferry, or other toll, for which claim is made, was used or occasioned by official travel.

84. *Rendition of accounts.*—Unless otherwise required by law, accounts should be rendered currently but not more frequently than monthly in duplicate, the original voucher only being signed, and should be prepared by typewriter with carbon duplicate whenever practicable. When vouchers are prepared with ink, only ink of a permanent nature should be used.

85. *Itemization of accounts.*

a. Items in travel vouchers must appear in chronological order and all charges for the period covered must be included.

b. Itemization of subsistence expenses must not be made in travel vouchers as a per diem is allowed in lieu of subsistence expenses. The exact period for which per diem is claimed, however, must be stated.

c. Items suspended from previous travel vouchers and reclaimed (see par. 88) must be stated after all other items have been listed.

d. Receipts must be numbered consecutively, commencing with No. 1 for each account.

e. Where claim is made for transportation obtained with cash, the travel voucher must show the name or initials of the transportation company.

86. *Erasures and alterations.*—Erasures and alterations in totals on travel vouchers must be initialed by the traveler, and erasures and alterations in the totals on receipts must be initialed by the person who signed the receipt.

87. *Indirect-route travel.*—The travel voucher should set forth the details of the expenses actually incurred, the hour of departure from post of duty, and the hour of arrival at place of duty. (See pars. 4, 49.)

88. *Suspension of charges.*—Items in travel vouchers not stated in accordance with these regulations, or not properly supported by receipts when required, will be suspended and the notification of such action will indicate the reasons therefor. Such items as may be subsequently allowable should be included in a subsequent regular or supplemental travel voucher. Full itemization will be required for all suspended items which are reallocated and charges must be supported by the original suspension notice or a copy thereof.

89. *Payments to other employees.*—Reimbursement will not be allowed for payments made to other Government employees for transportation expenses, except in cases of necessity, which shall be satisfactorily explained.

90. *Foreign currency.*—Persons traveling in foreign countries should report their expenditures by items, in the money of the country in which made. The total expenditure in foreign currency must be converted into United States dollars at the rate or rates at which the foreign money was obtained. Every time money is converted the traveler should obtain a receipt to be attached to the account, which must show the rate of conversion and the commission charged. (See par. 8c.)

91. *Exchange fees.*—Charges for cashing United States Government checks or drafts issued in reimbursement of expenses incurred for travel in foreign countries will be allowed in subsequent vouchers. (See par. 8d.)

92. Cancel.

93. Cancel.

94. Cancel.

95. *Travel by American ships.*—Section 901 of the Merchant Marine Act of 1936 (49 Stat. 2015), provides: "Any officer or employee of the United States traveling on official business overseas or to or from any of the possessions of the United States shall travel and transport his personal effects on ships registered in the United States."

are available unless the necessity of his mission requires the use of a ship under a foreign flag: *Provided*, That the Comptroller General of the United States shall not credit any allowance for travel or shipping expenses incurred on a foreign ship in the absence of satisfactory proof of the necessity therefor."

XIII. TRAVEL ADVANCES

96. *Advance of funds.*—The head of each department or establishment or his designated representative may advance, through proper disbursing officers to any person entitled to per diem or mileage allowances, such sums as may be deemed advisable considering the character and probable duration of the travel to be performed. As a general rule, advances should be held to a minimum and allowed only when it is indicated that an advance is necessary. Normally the sum advanced to any person shall not be in excess of such amounts as deemed advisable considering the character and probable duration of the travel to be performed. In determining the amount to be advanced consideration shall be given to the time which will elapse before the receipt of periodic reimbursement vouchers.

Advances to travelers shall be chargeable to the appropriation or other funds available for the payment of the traveler's expenses.

a. It shall be the responsibility of the head of each department or establishment, or his designee, to assure that the amount previously advanced is deducted from the total expenses allowed or that it is otherwise recovered. In cases where the traveler is in a continuous travel status, or where periodic reimbursement vouchers are submitted on specific authorizations, the full amount of travel expenses allowed may be reimbursed to such traveler without deduction of his advance until such time as the final voucher is submitted. If the amount advanced is less than the amount of the voucher on which the advance is deducted, the traveler shall be paid the net amount. In the event the advance

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exceeds the reimbursable amount, the traveler shall refund immediately such excess.

In the event of cancellation or indefinite postponement of authorized travel the head of the department or establishment, or his designee, shall take immediate steps to secure the refund of any advances that may have been made.

Outstanding advances which have not been fully recovered by deductions from reimbursement vouchers or voluntary refunds by the traveler shall be recovered promptly by the head of the department or establishment, or his designee, by "set-off of salary due, retirement credit, or otherwise, from the person to whom advanced, or his estate, by deduction from any amount due from the United States, or by such other legal method of recovery as may be necessary." Salary or other amounts due shall be resorted to ahead of the retirement credit. In view of these protections which are specifically included in the act, travelers, under normal circumstances, shall not be required to furnish bonds in order to obtain travel advances. However, this does not preclude the requiring of bonds or other security by departments and establishments where the interests of the United States would not otherwise be fully protected. Whenever a bond of indemnity may be required, Standard Form 18, revised July 1949, shall be used.

b. Cancel.

c. The accounting for cash advances for travel purposes, recovery, and reimbursements shall be in accordance with procedures prescribed by the General Accounting Office.

APPENDIX I

| <i>Locality</i> | <i>Maximum per diem rates</i> | <i>Locality</i> | <i>Maximum per diem rates</i> |
|--|---------------------------------------|---|---------------------------------------|
| Afghanistan..... | \$6 | Dominican Republic.. | 15 |
| Alaska..... | 11 | Ecuador..... | 8 |
| Albania..... | 10 | Egypt..... | 11 |
| Algeria..... | 12 | El Salvador..... | 11 |
| Andorra..... | 10 | Estonia..... | 22 |
| Anglo-Egyptian Su- dan..... | 11 | Ethiopia..... | 10 |
| Angola..... | 11 | Fiji Islands..... | 6 |
| Australia..... | 7 | Finland..... | 10 |
| Austria..... | 8 | France, except Paris, Rueil Malmaison, Suresnes, Versailles.. | 10 |
| Basutoland..... | 6 | French Camerons..... | 11 |
| Belgian Congo..... | 11 | French Equatorial Africa..... | 11 |
| Belgium..... | 12 | French Morocco..... | 11 |
| Bermuda..... | 13 | French Somaliland.. | 11 |
| Bolivia..... | 7 | French West Africa, except Sengal..... | 11 |
| Brazil..... | 12 | Gambia..... | 7 |
| British Honduras.... | 6 | Germany..... | 8 |
| British Guiana..... | 8 | Gibraltar..... | 7 |
| British Somaliland.. | 7 | Gold Coast..... | 7 |
| British West Indies, except Nassau..... | 8 | Great Britain and North Ireland, ex- cept London..... | 8 |
| Bulgaria..... | 14 | Greece..... | 12 |
| Burma: | | Greenland..... | 6 |
| Rangoon..... | 13 | Guam..... | 11 |
| Other..... | 6 | Guatemala..... | 11 |
| Cambodia..... | 10 | Haiti..... | 11 |
| Canada..... | 11 | Hawaii..... | 11 |
| Canton Islands..... | 11 | Hong Kong..... | 11 |
| Ceylon..... | 8 | Hungary..... | 6 |
| Colombia..... | 14 | Iceland..... | 10 |
| Costa Rica..... | 11 | Indonesia..... | 6 |
| Cuba..... | 15 | | |
| Cyprus..... | 7 | | |
| Czechoslovakia..... | 6 | | |
| Denmark..... | 8 | | |

| <i>Locality</i> | <i>Maximum per diem rates</i> | <i>Locality</i> | <i>Maximum per diem rates</i> |
|--------------------------------------|---------------------------------------|---|---------------------------------------|
| Iwo Jima..... | 6 | Paraguay..... | 6 |
| Iraq..... | 11 | Paris, Rueil Malmai- son, Suresnes, Ver- sailles..... | 16 |
| Ireland..... | 8 | Peru..... | 10 |
| Italy, except Rome.. | 10 | Philippines: | |
| Japan..... | 11 | Other than Manila.. | 10 |
| Jordan..... | 11 | Manila..... | 16 |
| Kenya..... | 7 | Poland..... | 6 |
| Korea..... | 6 | Portugal: | |
| Kuwait..... | 10 | Except Azores and Madeira Islands.. | 11 |
| Laos..... | 7 | Azores and Ma- deira Islands..... | 7 |
| Latvia..... | 22 | Portuguese Guinea.. | 10 |
| Lebanon..... | 12 | Puerto Rico..... | 11 |
| Liberia..... | 11 | Rhodesia, Northern.. | 6 |
| Liechtenstein..... | 12 | Rhodesia, Southern.. | 6 |
| Lithuania..... | 22 | Rome, Italy..... | 14 |
| London, England..... | 10 | Rumania..... | 16 |
| Madagascar..... | 10 | Ryukyu Islands..... | 6 |
| Malaya..... | 8 | Saudi Arabia..... | 18 |
| Malta and Gozo..... | 8 | Sengal..... | 14 |
| Mexico..... | 8 | Sierra Leone..... | 7 |
| Midway..... | 11 | Singapore..... | 10 |
| Mozambique..... | 10 | Southwest Africa.... | 7 |
| Nassau..... | 14 | Spain: | |
| Netherlands West Indies..... | 14 | Except Canary Is- lands..... | 10 |
| New Caledonia..... | 7 | Canary Islands..... | 6 |
| New Zealand..... | 6 | Spanish Morocco.... | 7 |
| Nicaragua..... | 8 | Spanish Sahara..... | 7 |
| Nigeria..... | 7 | Surinam..... | 7 |
| Norway..... | 10 | Swaziland..... | 7 |
| Nyasaland..... | 6 | Sweden..... | 10 |
| Palestine: | | | |
| Except Jerusalem.. | 13 | | |
| Jerusalem..... | 9 | | |
| Panama, including Canal Zone..... | 13 | | |

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| <i>Locality</i> | <i>Maximum per diem rates</i> | <i>Locality</i> | <i>Maximum per diem rates</i> |
|--------------------|---------------------------------------|----------------------|---------------------------------------|
| Switzerland----- | 9 | Union of Soviet So- | |
| Tanganyika----- | 7 | cialist Republics-- | 30 |
| Thailand: | | Uruguay----- | 14 |
| Bangkok----- | 11 | Vatican City----- | 14 |
| Other----- | 6 | Venezuela----- | 18 |
| Togo----- | 11 | Vietnam----- | 16 |
| Trieste----- | 11 | Virgin Islands----- | 11 |
| Tunisia----- | 11 | Yugoslavia----- | 13 |
| Turkey----- | 12 | Wake----- | 11 |
| Uganda----- | 6 | Zanzibar----- | 7 |
| Union of South Af- | | Other localities and | |
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